



## West Virginia Trout Unlimited Volunteer Leader's Tasks & Responsibilities

### All Committee Chairs

- Assume leadership role with Committee. Council Chair is ex officio member of every committee, but only as a voting member. You set the agenda for Committee meetings and lead.
- Maintain an up-to-date list of all Committee members including their contact information and chapter affiliation. Supply this list to Council Secretary regularly or if any changes.
- Recruit new members to your Committee.
- Assign duties to your Committee members. Do not attempt to bear the load of information gathering by yourself. This will lead to burnout on your part and complacency on the part of your members.
- Develop new business within the scope of your Committee. Don't just wait on business to be handed down from Council meetings.
- Do not assert positions to outside agencies, policy-makers, media or other groups without confirmation of Executive Committee. A Committee Chair should make recommendations to Council, but not develop & communicate advocacy on their own.
- Notify Council Chair of all media inquiries that pertain to statewide Council areas. Refer localized media inquiries to Chapter President in that area.
- Constantly be grooming your volunteer replacement. Identify potential leaders and begin asking them about their interest in one day taking over committee.

### Newsletter

- Assume responsibility for the typing, layout, printing, and mailing of the newsletter.
- Encourage the submission of articles from members.
- Relate any upcoming events to the readership.
- Develop advertising protocol for newsletter and increase revenue.
- Work with website editor to share content.
- Communicate any budget needs immediately to the Council Treasurer.

## Website

- Assume responsibility for website layout and content.
- Keep listed officer information up to date.
- Work with newsletter editor to share content.
- Monitor and update social media sites such as Twitter and Facebook.
- Communicate any budget needs immediately to the Council Treasurer.
- Develop e-commerce section with WVTU gear. Work with Treasurer to make transaction setup.
- Work with Fly Fishing School Director for web updates.

## Awards Committee

- Establish descriptions and protocols for Chapter, State, and National awards. Post these to the newsletter for nominations.
- Seek out nominees for these awards.
- Accept, sort and tally nominations.
- Order the awards or frame them professionally.
- Communicate any budget needs immediately to the Council Treasurer.
- Identify the qualities of National Award winners and convey to Council if there are specific improvements that could be made to be recognized.

## Fisheries Management Committee

- Maintain contact with WVDNR, USFS, USPS, NRCS, WVU and other land management organizations to determine where TU may fit in on stream improvement projects.
- Identify fisheries management policies by managers that need clarification or advocacy for adjustment. This should be scientifically based.
- Stay up to date on fisheries science. Maintain a library of relevant research on wvtu.org.
- Contact out of state fisheries management agencies, researchers or TU National for knowledge resource.
- Prioritize work on stream projects based on resource availability and importance.
- Determine if project should be developed by Council and implemented by Chapter or if a full handoff to Chapter is applicable. Only projects that affect multiple Chapters or those not in any Chapter's general area should be implemented by Council, but Council should continue to mine project ideas and feed them to Chapters.
- Seek assistance from TU National Staff.

- Develop signage for resource education (i.e., Didymo signs, Brook Trout Voluntary C&R signs, kiosks to be placed on streams)
- Develop stream monitoring practices and maintain a volunteer network for implementation. Chemistry testing protocols, physical, temperature and benthic assessments are all components to develop guidance for.
- Acquire information from the media, DEP updates and other sources concerning pollution, permits, impacts and legislation that affects coldwater resources.
- Present reports at all Council meetings, provide articles for newsletter and provide information to webmaster for posting on social media sites.
- Keep a list of stream management officials.
- Purchase and maintain equipment necessary for projects and stream monitoring.
- Prepare a budget to present to the Council Treasurer. Look for and apply for grants.

#### Forestry Committee

- Review National Forest policies and other land management organization policies.
- Maintain contact with forest managers.
- Review timbering operations on coldwater fisheries.
- Make recommendations for advocacy to Council.

#### Law Enforcement Committee

- Develop and maintain contact with DNR law enforcement officials to determine how TU can assist with fisheries law enforcement.
- Maintain awareness of coldwater streams and lakes where fisheries law violations are occurring. Discuss with law enforcement officials and magistrates if necessary.
- Recognize extraordinary work done by law enforcement officials on fisheries by nominations to Awards Committee.
- Develop projects such as bicycles and undercover vehicles for law enforcement officers and present budget to Council Treasurer.

#### Marcellus Shale/Environmental Committee

- Maintain awareness of local, state and national policies that affect how drilling may impact coldwater fisheries.
- Make recommendations for advocacy to Council Executive Committee.
- Communicate Council adopted positions to policy-makers as assigned. All media inquiries should go through Council Chair.

## Fly Fishing School

- Make preparations for and operate annual school.
- Develop a syllabus for the program.
- Coordinate with the newsletter and webmaster for advertisement.
- Develop advertisements for targeted media in newspapers, websites, etc.
- Maintain a list of volunteers for guiding and teaching.
- Prepare annual budget for Council Treasurer.

## Fundraising/Trout Festival

- Establish location and dates for annual Trout Festival. Apply for necessary permits.
- Develop agenda for the Festival and other events.
- Develop one-fly tournament.
- Organize vendor show including tent rentals.
- Create signage and advertising for event. Coordinate with webmaster and newsletter editor.
- Find resources for donations, prizes and raffle items.
- Look for business sponsorships.
- Assign volunteers to specific activities.
- Promote through state-wide websites, newspapers and magazines and print materials at outdoor retailers.